

Rotunda Community College Autumn Term Curriculum



Please note: Rotunda currently offer flexible delivery options for all our learners' depending on level of ability or resources available to them. This includes digital platforms such as Canvas, WhatsApp, Zoom, Microsoft teams and email. We will also will send out physical copies of workbooks to those who don't have access to digital technologies or prefer to complete their programme in this way.

Course title	Overview	Duration Days	Remote delivery/Face 2 Face
Functional Skills English	Encompassing the three elements of English functional skills: reading, writing and speaking & listening. This courses covers spelling, grammar, comprehension and verbal and non-verbal forms of communication.	30	Y (Exams are classroom based)
Functional Skills Maths	The maths functional skills course is aimed around practical maths that are used in employment and everyday life. This course covers the basics of maths such as addition, subtraction, multiplication and division. It also covers the use of data handling, coordinates, graphs, the use of measurements, dimension and area, ratio, fractions, negative numbers and probability.	30	Y (Exams are classroom based)
Level 1 Certificate In Employability Skills	This programme covers all areas of preparing for work, looking for a job, applying for a job and those all-important interview skills. You will learn how to write a CV, how and where to do your job search, how to complete job application forms and interview skills.	4	Y (Some elements are classroom based)
Level 1 Certificate in Retail Skills Knowledge	This course is all about developing the essential skills needed to work in the retail sector. This course covers, the business of retail, understanding customer service in the retail sector, health & safety, the retail selling process, handling, and replenishing stock, and handling of customer payments in a retail business.	8	Y
Level 1 Award & Level 2 Certificate in Customer Service	Customer Service skills are needed everywhere you work and this course will support you to develop the key skills and knowledge in areas such as communication, team work and inter-personal skills.	4	Y
Level 1 Certificate Individual Capital Development	This course is based around your personal development and covers areas such as stress management, dealing with anger and developing positive relationships.	8	Y

Level 1 Certificate Business Administration	Administration is used in most sectors and this course will help you to understand the use the principles of Business Administration in a workplace. This course will teach you about effective communication, health and safety in the workplace, employee rights and responsibilities, time management and working effectively with others alongside the fundamentals of business administration.	10	Y
Level 2 Certificate in Business Administration	Building on from the Level 1 in Business Administration, this Level 2 qualification takes your learning to the next level. This course teaches you the principles of personal responsibility in a business environment, administrative services managing information securely and principles of supporting change in a business.	6	Y
Level 2 Award in Peer Mentoring	This course will teach you the skills and knowledge necessary to support others in various roles. The course will teach you about the role of a mentor, the boundaries of the mentoring role, record keeping in the role and how to make referrals.	4	Y
Level 2 Certificate in Lean Management Principles	This really interesting course will help you to improve your ability to manage resources and make your business/ workplace more streamlined. This course will teach you lean organisation techniques, business improvement, conducting needs analysis and working in business teams to make change.	5	Y
Level 2 Certificate in Health and Care Professions	This course consists of essential skills and knowledge needed to work in the health and care sectors, including understanding the role of a social care worker, duty of care, understand how to handle information, safeguarding, communication in adult social care settings and personal development.	8	Y
Level 2 Certificate in Warehouse and Storage Principles	This course covers many of the essential skills and knowledge bases which are necessary to work in the warehouse/logistics sectors. This course will teach you how to receive goods and materials, how to process orders and dispatch goods, effective customer service, health and safety, security legislation in the workplace and how to be an effective team worker.	8	Y
Level 3 Diploma in Adult Care	This course builds upon the skills learnt at Level 2 Health and Care Professions. This exciting qualification will teach you how to understand mental well-being and mental health promotion, how to understand mental health problems, how to support individuals who are substance users, how to support individuals to stay safe from harm or abuse and provide an introduction to personalisation in social care – as well as much, much more. This course is a great one for moving directly into employment in the care sector.	48	Y (Some elements are workplace based)

Level 3 Certificate Information, Advice and Guidance	This exciting course teaches, you the knowledge needed to guide and mentor people into their career or change their career. The course covers, Information, Advice and Guidance – principles and practice, interaction skills for information, advice and guidance, providing information, advice and guidance to support learner progression, and reflecting on own practice in information, advice and guidance.	12	Y (Some elements are workplace based)
Level 1 Award in Contact Centre Operations	An exciting course which will teach you how to work within a call centre environment. This course covers, customer service, improving personal effectiveness at work in a call centre, complying with health and safety procedures in a call centre, communicating information to customers through a call centre and how to maintain a positive and customer-friendly attitude at all times.	5	Y
Level 2 Certificate in Hospitality and Catering	Getting ready to work within the hospitality and catering industry? Then this great course. During this course you will learn about, safe, hygienic and secure working environments in hospitality, effective teamwork, the principles of food safety for catering, the principles of producing basic meat dishes, the principles of providing a counter and takeaway service, dealing with payments and much, much more!	12	Y
Level 2 Certificate in Youth Work Practice	Our new youth work course is the perfect introduction to the challenges and rewards of working with young people. It consists of units around working with vulnerable young people, creating meaningful activities, communication using different techniques and group work.	8	Y
Level 3 Certificate in Youth Work Practice	This in depth programme will enable you to demonstrate the skills and qualities necessary to work with young people from a variety of backgrounds. It covers, young people in gangs, how to support young people leaving the care system, child exploitation. It will also assist you in preparing and delivering activities with young people.	24	Y (Some elements are workplace based)
Level 3 Assessor Award	This qualification will enable you to work as an assessor in a range of vocational areas. It will show you what an assessor does, how to create opportunities to assess candidates, how to make assessment decisions and feed these back to your students.	8	Y (Some elements are workplace/ classroom based)

All our Career Foundation Courses are listed with application form on our website and promoted on our social media platforms.

Keep in touch:

www.therotunda.org.uk/course-schedule

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